



State of Arizona

## BOARD OF TECHNICAL REGISTRATION

1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931 • www.azbtr.gov

### APPLICATION/STATEMENT FOR ANNUAL FIRM REGISTRATION

(Pursuant to A.R.S. § 32-141)

**PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK**

**APPLICATION FEE \$20.00**

(No fee required for changes to a current registration.)

**Firm Registration #** \_\_\_\_\_

(Only when re-applying)

- ☐ Business Name Change  
☐ Address Change  
☐ Change in Services Offered  
☐ Other: \_\_\_\_\_

- ☐ New Application  
☐ Annual Registration  
☐ Change In Principal

#### PRINCIPAL OFFICE:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

#### CATEGORY OF PROFESSIONAL SERVICES OFFERED:

☐ Architecture ☐ Assaying ☐ Geology ☐ Home Inspection ☐ Landscape Architecture ☐ Surveying

☐ Engineering:

##### Engineering Services Offered:

☐ Aeronautical ☐ Agricultural ☐ Chemical ☐ Civil ☐ Control Systems ☐ Electrical  
☐ Environmental ☐ Fire Protection ☐ Geological ☐ Geophysical ☐ Highway ☐ Industrial  
☐ Mechanical ☐ Metallurgical ☐ Mining ☐ Nuclear ☐ Petroleum ☐ Sanitary ☐ Structural

Provide the names, Arizona registration numbers, and signatures of the principals who are in responsible charge of the professional services. The firm must have only one responsible principal for each category of service offered. Engineering firms may designate a principal responsible for each branch of engineering services offered.

Principal Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category \_\_\_\_\_

Signature of AZ Registrant \_\_\_\_\_

Principal Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category \_\_\_\_\_

Signature of AZ Registrant \_\_\_\_\_

Principal Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category \_\_\_\_\_

Signature of AZ Registrant \_\_\_\_\_

Principal Name \_\_\_\_\_ AZ Reg. # \_\_\_\_\_

Registration Category \_\_\_\_\_

Signature of AZ Registrant \_\_\_\_\_

#### NOTICE

Knowingly making a false statement in connection with this application may be cause for denial of this application and/or referral for criminal prosecution.

Revised 1/18/07

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| <p><b>A.R.S. § 32-141. Firm registration</b></p> <p>A. A firm shall not engage in the practice of any Board regulated profession or occupation unless the firm is registered with the Board and the professional services are conducted under the full authority and responsible charge of a principal of the firm, who is also a registrant.</p> <p>B. A person shall file a registration application for each branch office that is located in this state and that is of a firm registered with the Board. The branch office application shall list a designated registrant having full authority and responsible charge of the professional services of that branch office. The designated registrant in a branch office need not be a principal of the firm.</p> <p>C. A firm wishing to offer professional services in this state shall file with the Board an application for registration on a form provided by the Board and accompanied by the appropriate application fee as prescribed by the Board. Firms shall also identify responsible registrants by the registrant's registration certificate number. Each firm shall list a description of the services the firm is offering to the public. The Board shall be notified in writing within thirty days of any change occurring in the registered principals, or any change in the firm's name or address or any change in a branch office address or designated registrant. A new application shall be filed each year by the firm within thirty days of the anniversary date of the original firm registration.</p> <p>D. No firm may advertise its ability to perform home inspections by home inspectors certified pursuant to this chapter unless each home inspection is performed by a home inspector certified pursuant to this chapter and each home inspection report is prepared as a result of the inspector's on-site observation.</p> <p>E. A drug laboratory site remediation firm shall provide both of the following:</p> <ol style="list-style-type: none"> <li>1. The name of the on-site supervisor who is authorized and responsible for the services being offered.</li> <li>2. Proof that the firm is licensed by the Registrar of Contractors pursuant to Chapter 10 of this Title.</li> </ol> | <p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not list nonregistrant employees or individuals that are not registered in the State of Arizona. This form should be used for initial firm registration, change in the firm name, address, or services offered, or change(s) in principal(s). The Board must be notified of any of these changes using the Application/Statement within 30 days of their occurrence. There is no fee required for changes to a current registration. Individual registrants must notify the Board separately to change their professional registration or certification address.</b></li> <li>• <b>“Firm” means any individual or partnership, corporation or other type of association, including the association of a nonregistrant and a registrant who offers to the public professional services regulated by the Board.</b></li> <li>• <b>“Principal”, for the purpose of firm registration compliance, means an individual who is an officer of the corporation or is designated by a firm as having full authority and responsible charge of the professional services offered by the firm in the registrant's practice category. <u>One, and only one</u>, principal registrant is allowed on a registration form for each category of service offered to the public.</b></li> <li>• <b>Engineering Firms - Please see Rules R4-30-221 and R4-30-301 for guidance. Engineering firms may list an engineer as a responsible registrant in each branch of engineering services offered.</b></li> </ul> |
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